

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Second Floor, Oneida County Courthouse
Monday, March 26th, 2018 9:30 a.m.

COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Greg Oettinger and Bob Metropulos

COMMITTEE MEMBERS ABSENT: Scott Holewinski, Lance Krolczyk (Excused)

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Cory Beyer (Venture Architects); Taft Williams, Archie Keelin (Oneida County Sheriff's Office)

CALL TO ORDER

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in Committee Room #1 of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Metropulos to approve the agenda. Second by Oettinger. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the February 19th, 2018 minutes. Second by Metropulos. All members present voting 'Aye'. Motion carried.

BID AWARD – COURTHOUSE EXTERIOR STONE WORK

Burnette presented information to the committee regarding the bid award for the courthouse exterior stone work. The original estimate was \$120,000 which was provided by Quality Building Restoration, however they did not bid for the project because they are currently too busy. A bid estimate was received from Berglund Construction Company from Illinois in the amount of \$298,417. This bid is well over the original estimated bid and the project was presented to the board and CIP team based off the \$120,000 bid. Discussion held regarding which area of the exterior of the building currently need the most renovation. Brief discussion held and breakdown of the cost of each part of the project discussed as requested by Fried for clarification.

Motion by Fried to reject the bid as presented. Second by Oettinger. All members present voting 'Aye'. Motion carried. The committee requests that the Buildings & Grounds staff break apart the bid and consult with Corporation Counsel on the legal aspects of doing so.

COURTHOUSE SECURE ENTRANCE/ELEVATOR STUDY – CORY BEYER, ARCHITECT, VENTURE ARCHITECTS

Fried introduced Cory Beyer from Venture Architects to the committee members present. Also introduced were Taft Williams and Archie Keelin, deputies from the Sheriff's Office that work security at the courthouse. Beyer presented overview of the study that will be done to determine the best placement for the single point of entry and possible renovation of the elevator. Beyer passed around pictures of other single point of entry projects that his company has worked on. Beyer explained a brief description and discussed the options that were used by the other courthouses. Blueprints from Polk and Washington counties in Wisconsin were reviewed. Both counties have similar set up for the single point of entry. Beyer also presented a blue print on a project that his company did in South Dakota as another option and to offer additional ideas for the committee to determine which plan would be most beneficial for Oneida

County. Brief discussion held. It was recommended that at least 2 people man the single point of entry during busy times and that approximately 150-200 square feet is needed for the entry, 750 total with the staging area. Beyer explained that some facilities have a different staff entry than the public entrance.

Issues to consider for Oneida County single point of entry: there is more space available on the North side of the building, ideally 2 officers are needed to man the single point of entry station, and anticipated maximum volume of people entering the building at one time would be 40 people. Fried stated there is also the issue of more staffing needed to man a single point of entry and feels that the Buildings and Grounds Committee doesn't have that authority to make the request regarding increasing staff numbers.

Discussion held on the options for the single point of entry between the South entrance, North entrance and the main entrance. Issue brought up that the main entrance may not be a feasible option due to it not being handicap accessible and there is the concerns with the historical aspects of this part of the courthouse. Alterations such as creating handicap accessible ramps and other extensions or modification to the main entrance would have to be approved by the historical society. The options that we currently have between the North and South entrances will need a possible extension because the square footage needed to create a single point of entry is not available in those current entrances.

Beyer stated that it would be ideal that the other doors would be alarmed in the hopes that the single point of entry would be the only one used. All that were present felt that it is ideal for everyone to enter the single point of entry, employees and public but felt that it would be a policy decision that the County Board would need to make. Questions on whether a whole new lobby with chairs would be created. Burnette offered the idea of a bench instead of a chair, as a chair could possibly be used as a weapon. Vending and Lockers options were brought up to consider, Keelin felt that those options would be more of a nuisance and that those choices should be avoided if at all possible. Keelin stated that Marathon County is directing to store items in their vehicles that are not allowed in the courthouse.

More discussion regarding the actual placement of the single point of entry, Beyer felt the south entrance gets tight, best to keep the entrance and exit at the same location. Beyer felt that the north entrance would have more area and might be the best placement of the single point of entry and also might be the best place for the new elevator placement. Fried brought up the issue that if remodeling is going to be done for this project, is there an issue with the family court area that he felt that the deputies would feel that would benefit from a remodel as well. Keelin stated there hasn't been any issue with the new family court area but it is something to consider.

Fried questions Beyer on whether the scope of the study would include modernizing the current elevator versus a totally new elevator and placement. Beyer stated he work up numbers that will include the construction costs and it is the Building and Grounds job to discuss the cost of equipment needed for the single point of entry (metal detector, X-ray machine, etc.) Beyer would like to come back in a month and present the committee with his study findings and recommendations. Beyer stated that if he does get something together sooner than the next committee meeting that he will forward it to the Buildings and Grounds staff for review prior to the next Committee meeting.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Closeouts for 2017 were previously given to Fried for review so that Burnette could close the 2017 books, the purchases that were approved was provided to the committee members for review. Burnette provided overview of the bills, vouchers, blanket purchase orders, line item transfers. Fried questions the line item

transfer of Dalco and requested additional information regarding this expense. All expenses are within budget. Motion by Fried to approve the bills and blanket purchase orders as presented. Second by Oettinger. All members present voting 'Aye'. Motion carried.

Handout of the Year-end 2017 line item transfers provided to committee members and overview presented by Burnette. Brief discussion held. Motion by Fried to approve the Year 2017 Line Transfers as presented and submitted. Second by Metropulos. All members present voting 'Aye'. Motion carried.

Brunette presented information for the committee's review in regards to the 2017 year-end budget.

NOMINATIONS – CITIZEN OF THE YEAR AWARDS

Brunette stated that the 2 maintenance technician at the LEC (Erik Whitesides and Michael Nelson) have been nominated by the Sheriff's Office for Citizen of the year awards and felt that it should be communicated to the Buildings and Grounds Committee for acknowledgement. Fried asked that on behalf of the committee that Brunette congratulate the employees.

YEAR 2018 CAPITAL EQUIPMENT PURCHASE – PLOW TRUCK, AND USE OF CURRENT EQUIPMENT AT OTHER FACILITIES

Brunette stated the County has been saving money to buy a plow truck. In 2017, \$15,000 was put into the account and another \$15,000 has been put in for 2018 for a total of \$30,000. The \$30,000 will purchase the truck but it will not cover the plow, Brunette suggested that we purchase the truck now and in the fall the plow will be purchased with capital equipment money. The current truck doesn't have enough value to be used as a trade and would be of more use to the county as a backup vehicle. Brief discussion held.

REPLACEMENT OF HEALTH & AGING FACILITY FURNACES/AIR CONDITIONERS (2)

Brunette stated 2 furnaces/air conditioner at the Health & Aging Building are not in working order and need to be replaced. The funds would come from the major maintenance/minor renovation fund in the amount of \$18,800. Motion by Metropulos to approve replacement of the Health and Aging facility's 2 furnaces/air conditioners. Second by Fried. All members present voting 'Aye'. Motion carried.

UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

a) Project list and projection timeline:

Brunette reviewed current projects listed on handout provided to Committee for review. Brief discussion held.

MEMBERSHIP IN NEWLY FORMED WISCONSIN FACILITY MANAGEMENT ASSOCIATION AND ATTENDANCE AT FUTURE MEETING

Brunette presented background information on the newly formed Wisconsin Facility Management Association. This is a new group that has recently been formed and comprises Buildings and Grounds management staff from other counties and its main purpose is to promote communication, education and networking between the Wisconsin counties Buildings & Grounds management staff. There is a \$35 membership fee and Brunette would like Troy Huber, Assistant Facility Director and herself to become members of the association and attend an upcoming Association meeting in Wausau. Brief discussion held. Motion by Fried to approve Burnette and Huber's memberships into the Wisconsin Facility Management Association as presented. Second by Metropulos. All members present voting 'Aye'. Motion carried.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

CLOSED SESSION

Motion by Metropulos, second by Oettinger to adjourn into closed session pursuant to section 19.85(1)(c), Wisconsin stats., "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility" (topic: Maintenance Technician compensation)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 11:00 a.m.

Staff present in closed session: Brunette, Huber and Kennedy.

RETURN TO OPEN SESSION

Motion by Fried, second by Oettinger to return to open session.

Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 11:11 a.m.

ANNOUNCEMENTS FROM CLOSED SESSION, IF ANY

Fried announced that during closed session a motion was made by Metropulos to approve the additional step increase for both maintenance technicians and the funds to be taken out of the current Buildings & Grounds Budget and to be forwarded to LRES committee for approval. Second by Fried. All members present voting 'Aye'. Motion carried.

ITEMS FOR NEXT AGENDA

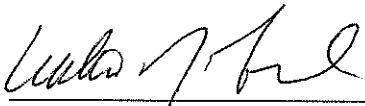
- Options for stonework

FUTURE MEETING DATES

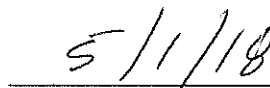
April 30th, 2018 at 9:30 am

ADJOURNMENT

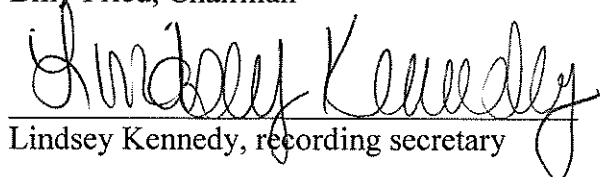
Motion by Metropulos to adjourn meeting. Second by Oettinger. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:12 a.m.



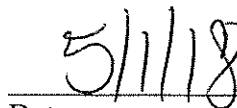
Billy Fried, Chairman



Date



Lindsey Kennedy, recording secretary



Date